



602.01 Inmate Personal Property

Number Series: 600—Corrections Division

Sheriff's Approval: Digital

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602.01-1 Policy

- I. Each newly admitted prisoner shall have a detailed and thorough written, itemized inventory of all personal property completed.
- II. Hendry County Sheriff's Office (HCSO) Corrections Division shall provide secure storage of inmate property to include money and other valuables.
- III. Each inmate shall be given receipts for property and money to be retained by the inmate until release.

602.01-2 Inventory of Personal Property

- I. At the time of commitment, all personal property shall be taken from the admitted individual and listed item by item on an Intake/Release of Inmate Property form. See property inventory requirements listed in **602.00 Subsection 2**.
- II. Care shall be taken when listing personal property to describe each item in accurate detail.
 - A. Jewelry:
 1. Describe by color only. A gold ring or necklace should be listed as a "gold colored ring" or "yellow metal necklace."
 2. Stones should be listed but not identified; list stones only by color.
 3. Inside band of a ring should be examined for initials and any other identifying marks which should be listed as part of the description.
 4. A watch should be described by the color of metal, the color of the band, the color of the face, and the make of the watch.
 5. Inmates will be permitted to retain medical alert bracelets or necklaces, and rings that cannot be removed. Notations shall be made on the Property Receipt that these items were retained by the prisoner and the prisoner will be informed that the Sheriff's Office is not liable for these items should they be lost or stolen.
 - B. Clothing:
 1. Describe each piece by color and by labels, if any.
 2. Condition should be documented.
 - C. Footwear - List type (boots, sandals, shoes)
 1. Describe by color
 2. Indicate name brand (i.e. Nike, Reebok)
 3. Condition should be documented.

- D. Any prescription or non-prescription drug (s) located in an inmate's property must be secured in a clear plastic bag and inventoried by:
 - 1. Listing the number of pills.
 - 2. The milligrams (if applicable).
 - 3. The name of the drug.
- E. Wallet - Describe by color and list contents.
- F. Money - Count in the presence of the prisoner, issue a separate receipt for the funds. The receipt shall be inserted into the money envelope prior to placement into a secure lock box.
- G. Identified coins and bills of numismatic value:
 - 1. Document all identified coins and bills of numismatic value by national origin, face value, and year of issue, i.e., 1925 U. S. silver dollar.
 - 2. Staff will not exchange personal currency for identified coins or bills of numismatic value belonging to prisoners.
 - 3. All property items to include payroll and two-party checks, and identified coins and bills of numismatic value will be placed in the clear plastic bag with other personal property along with the original Property Receipt and sealed.

- III. Intake/Release of Inmate Property form:
 - A. Information on the Intake/Release of Inmate Property form should contain all property NOT taken as well as property taken, such as jewelry, eyeglasses.
 - B. The receipt shall be signed by the prisoner (unless the prisoner is uncooperative or unable and that will be noted on the receipt), a witness, and the Booking Deputy. A copy of the receipt shall be provided to the prisoner, and the original shall be retained with the property.
- IV. Inmates are permitted to take the following items to Housing:
 - A. One pair of underwear.
 - B. One plain white t-shirt without pockets and without print; tank top style shirts are not permitted.
 - C. One bra, the under wire must be removed, if the inmate does not want the wire removed the inmate cannot take the bra to housing and the item must be placed in the inmate's property.
 - D. If the inmate was transported from another facility, he/she will be permitted to take to housing any items that are sold through commissary. The inmate is only allowed to take the number of items permitted to be purchased through commissary. Perishable items not sold through commissary and brought in from another facility will not be stored in the Inmate Property Room; these items will be properly disposed of.
 - E. Reading glasses
 - F. Eyeglasses
 - G. One (1) pair of contact lens and one (1) bottle of sealed contact lens solution.
 - H. Inmates are to be afforded the opportunity to write down phone numbers, addresses, etc. at the time of intake. Inmates may not request items from personal property bags after intake.

602.01-3 Property Storage

- I. All items taken from prisoners during the booking process shall be inventoried and recorded on the Intake/Release of Inmate Property form and placed in secure storage. The

property form shall be signed by the prisoner, the Booking Officer, and a witness. A copy of the receipt shall be provided to the inmate and the original shall remain with the property stored. (Refer to Section 602.00)

- II. Items of monetary value that are, with OIC approval, taken from prisoners in housing shall be placed in an appropriate container and delivered to the Booking Officer to be stored with the Intake/Release of Inmate Property form in a secure storage area. A Property Receipt shall be signed by the inmate, and the Deputy. A copy of the receipt shall be provided to the inmate and the original shall be placed in the inmate's property bag in the zippered compartment.
 - A. **Note:** Excess property of no monetary value will not be stored. Inmates shall have items released, or the items will be disposed of.
- III. Prior to storage, new prisoner personal clothing that is wet, or especially soiled will be bagged, properly labeled, and delivered to the laundry room to be washed. After cleaning, the clothing will be returned to the Booking Officer for proper storage.
- IV. No inmate shall have access to property storage areas.
- V. All bikes and other items such as suitcases or any other large items shall have a label attached with the inmates' name property bag number. The inmates' property should be labeled to alert the deputy that the inmate has a bike or any additional items.

602.01-4 Contaminated Money

Contaminated money taken from prisoners at booking shall be handled using the following guidelines:

- I. The Contaminated Money form shall be used instead of the usual money envelope to record the required information.
- II. The completed form shall be inserted with the contaminated currency (bills) into a sealed clear plastic property bag, ensuring that the form will be readable to the receiver.
- III. The coin(s) shall be disinfected and dried. (The disinfectant to use shall be one part bleach to ten parts water.) Place the coin(s) into a brown money envelope along with the currency that has been sealed into the clear plastic bag with the receipt. **NOTE: ON THE OUTSIDE OF THE MONEY ENVELOPE STATE THAT THE COIN(S) HAVE BEEN DISINFECTED**
- IV. The sealed brown envelope shall be placed in the secure lock box or safe.

602.01-5 Property Accepted for Inmates

- I. Clothing:
 - A. Court Clothes:
 - II. One set of court clothes shall be accepted up to 48 hours in advance of "trial date."
 - III. Court clothes shall be returned to the depositor upon completion of the trial.
 - B. Funeral Clothing:
 - 1. One set of clothing may be accepted for inmates approved by the Jail Administrator or designee to attend the funeral service of a family member.
 - 2. This clothing shall be returned to the depositor after the service.
 - C. One set of clothing shall be accepted for inmates who have no clothing in their property.

- D. Clothing confiscated for evidence shall be accepted and placed into the inmate's property.
- E. Items of warm clothing may be accepted for subjects being transferred to cold climates.
- F. Special items approved by the health care staff, Jail Administrator or designee shall be accepted.
- G. Court and funeral clothing shall be donated to charity if held beyond 30 days after release of the inmate.

IV. Other items acceptable for inmates:

- A. Eyeglasses - One pair; prescription only
- B. Eyeglass case - One; no metal
- C. Contact lenses - One pair
- D. Contact lens saline solution
- E. Contact lens case - One set; no metal
- F. Hearing aid - One pair
- G. Medications as directed by health care staff
- H. Hearing aid battery

602.01-6 Inmate Property

- I. Any inmate personal property left behind will be secured in the Inmate Property Room.
- II. Correspondence regarding the property remaining at the County Jail will be sent to the detainee at their current incarceration site or their last known address or their designee. Every effort will be made to contact the inmate or their designee regarding the property left behind.
- III. If the property has not been claimed after a 30 day period, the detainee property will be inventoried and turned over to the HCSO Property & Evidence Section for proper disposal.

REFERENCES

State/Federal Regulations:

N/A

FCAC:

N/A

PREA:

N/A

Forms:

Intake / Release of Inmate Property
Contaminated Money

Other Policy/ Procedure References:

602.00